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1969

25 SEP 1969

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Forms Management Information for SIPS Program

As requested, attached hereto are the detailed requirements and data items necessary to develop information for the Forms Management Program in this Agency. Immediately below are statements on the Agency Forms Program's A. Responsibilities, B. Objectives, C. Scope, D. Current Procedures, and E. Future Forms Management Information:

A. RESPONSIBILITIES:

1. The Agency is responsible by Public Law 754 to make and preserve records documenting the Agency's activities (i.e. organization, functions, policies, decisions, procedures and transactions). Further P.L. 754 requires that "the head of each Federal Agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the Agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business.

2. CIA Headquarters Regulation ☐ has made this responsibility part of its Records Administration Program and in it specifies as an element of that Program:

"Forms Administration -- The analysis, design, and control of forms."

3. That regulation assigns to the CIA Records Administration Officer responsibility to:

"(a) Furnish staff guidance, assistance, and coordination of the Agency Records Administration Program."

"(b) Provide forms analysis, design, and reference services; approve new or revised forms; ensure that appropriate coordination of new and revised forms is effected."

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4. Finally, [ ] specifies the responsibility of the Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices to:

- (a) Establish, direct, and maintain for their respective jurisdictions Records Programs consisting of elements above (i.e. forms, etc.).
- (b) Maintain liaison with other offices in the performance of their records responsibilities.

**B. OBJECTIVES:**

1. In accordance with the Agency Regulation and the Public Law and consistent with the standards and Records Management Program interpretations issued by GSA in the Federal Property Management Regulations as required by law, the Objectives of Agency forms management are:

- (a) to increase the usefulness of forms through proper design and accurate using procedures;
- (b) to reduce the costs incident to the filling in, using, and filing of forms; and
- (c) to achieve savings in designing, printing, storing, and distribution of forms.

**C. SCOPE:**

1. A form is any document, including letters, post cards, and memorandums, printed or otherwise reproduced with space for filling in information, descriptive material, or addresses. Certain printed items without fill-in space, such as contract provisions, instruction sheets, notices, tags, labels, and posters may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms.

2. A sound Forms Management Program can reduce the costs related to forms and increase operating efficiency of the Agency. The present Forms Program is Agencywide in scope to control and improve forms from creation and use to disposition.

3. As one element or sub-Program of the Total Records Program the CIA Records Administration Officer operates the Forms Management Program which endeavors to:

- (a) Eliminate all non-essential forms.
- (b) Consolidate all forms performing the same or related functions.

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- (c) Use forms prescribed by higher authority.
- (d) Inform users of available forms through regulations, manuals, and catalogs.
- (e) Identify forms with requirements established by regulatory issuances or official procedures.
- (f) Simplify and standardize forms size and design format.
- (g) Use most economical printing and duplicating methods.
- (h) Centralize procurement, storage, and issuance of forms.
- (i) Review forms used in order to identify problems in functions and organizations and recommend corrective action.
- (j) Report unsatisfactory forms activities to Agency management and recommend improvements.
- (k) Via personal contact, memos and handbooks instruct and guide Component Records Management Officers and requesters concerning efficient and economical forms analysis, design, and control.
- (l) Review and approve or disapprove requested new or revised forms.
- (m) Evaluate suggestions concerning forms.
- (n) Ensure appropriate coordination and review of proposals for new or revised forms.
- (o) Provide reference service on the Agency's official forms and maintain files and information for the management of Agency forms.

D. CURRENT PROCEDURES:

1. New or Revised forms are developed by the requestor with his Office Records Management Officer. A draft of the proposed design, a printing requisition, and a request form No. 30 are then reviewed by the Senior Records Management Officer of that Directorate, and the package submitted to the Records Management Staff for technical review, assistance, and approval. Forms Management data is then entered in the Central forms files and the form sent to the Printer. Office of Logistics Printing Services reviews the request

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and decides whether they or GPO or a commercial printer should do the reproduction. After PSD the Procurement Division completes the processing with the commercial printer. Printers proofs and material samples are reviewed by the Central Staff and the requester. These are examined and finding returned to printer. Printing Services, Procurement or Stock Management sends five advance copies to Central Forms Staff and requester for review and acceptance. Acceptance of product, its storage, issuance, and payment of printing bill depend upon acceptance review by requester and Central Staff.

2. At present some 600 forms are stocked and issued by the Building Supply Office. Another 2,100 forms called "non-stock forms" are stored and issued by any one of 57 separate "Offices of Primary Interest (OPI) throughout the Agency. Only "Stock" forms have Logistics "Stock Numbers". Forms are "stocked" because of the large volumes involved or because they are used agency-wide. "Stocked" forms have an OPI responsible for its design, revision and general maintenance or obsolescence. Stock Management maintains records of the volume of forms on hand and when the designated stock level is reached, notifies the OPI Records Officer and Central Forms Staff of that fact by use of the Form 30-a Stock Replenishment Notice. The OPI then instructs the stock editor to reprint an additional supply of the form as is or a note on the Form 30-a requests a revision be made through the Central Staff. This stock level and replenishment procedure is similarly handled by component Records Officers on the 2,100 "non-stocked" forms. Such non-stock reprints without change are handled directly between the RMO and the printer. (Some are handled by OPI/Log. Officer.)

3. Requirements for any other government agency's forms may be requested, obtained, and controlled as agency-used forms through the Central Staff and the Form 30 request.

4. The Central file contains the Form 30 request, a Form 2 History of the form, a sample of the past and current form, and coordination correspondence. Quarterly listings of Agency forms (numerical, alphabetical, functional, and OPI) are produced by Office Computer Services. Copies are then sent to OPI/RMO's to review and correct deficiencies. Output requirements and data items stored and updated for the Management of Agency forms are listed and described on the attached sheet of Forms Management Information Requirements. Logistics Supply and Printing use Central file ADP data.

E. FUTURE FORMS MANAGEMENT INFORMATION:

1. Future information systems must continue to provide cross references for access to forms data by stock number, or form number or title. Searching on any data field is necessary. The present forms system should be expanded as follows to meet future Agency needs and to develop greater program participation and forms design competence at the office level.

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The Central Staff should have access to information concerning the volume of forms produced and used and the production costs for each Agency form. Component Records Officers should provide the system with data on each reprint.


3. Printing Services should reconsider its need to process every forms request to decide where it will be printed. They should not review hundreds of specialty forms which require equipment not available in the Agency. Likewise classified forms must be printed by PSD and should not be reviewed. Consequently requirement for printing should be part of the forms data enabling thousands of reprint orders to by-pass Printing Services review.

4. The present Supply Division procedure has OCS produce a listing of all stock forms each month. Supply then selects and had processes their Form 30-a replenishment notices. These notices should be computer selected and produced from data available to the system. The issuance of any forms from the supply on hand should be entered into the system for eventual activation of the replenishment notice when the supply drops to the prescribed stock level.

5. Many forms in use have a minor change to be made at the next reprint or revision because of an employee suggestion or printing error. These are frequently overlooked by the OPI at reprint time. Such reminder notations should be in the system for inclusion as "remarks" on the replenishment notices.

6. The long-range plan should consider the possibility of the Office Records Officer using his Logistics Officer's remote station to inquire as to Forms Information related to him as the OPI. Naturally the Central Staff and Supply and Printing Services would need such input and inquiry stations. RMO review of existing forms data by functional codes should be a standard requirement before he institutes action to create a new form. The future stock control system should tie in with the total forms information system. Headquarters and Field requests for forms involve more than just the 600 forms in stock. The supply operations for all forms, stocked and non-stock, should deal with Records Officers as Technical Officers and should proceed just as with the Technical and Inspection Staff which authorizes orders and inspects receipts of thousands of supply items currently outside Logistics control.

The foregoing and attached reiterate the several system development discussions between the Central Forms Staff, SIPS, and OCS analysts. This staff awaits your review and SIPS requirement for additional elaboration, details, or developments.

  
CIA Records Administration Officer

Attachments:

Input and Output Requirements  
Data Elements in Detail

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